

Legend for Figure 9-4;

Completion instructions by block or column for DA Form 444 prepared to account for differences found during semiannual CIF inventory.

**SSA** Enter "Central Issue Facility."

**Voucher Number** Enter a document number from the nonexpendable document register.

**Total Number of Items** Enter the total number of items on the IAR.

**IAR Reason** Enter "Semiannual Inventory" or "Cyclic Inventory."

**Station** Enter the CIF's physical location.

**Item** Enter the item number, in sequence, for each item on IAR.

**Stock Number** Enter the stock number of each item on IAR.

**Item Noun** Enter a description of each item on IAR.

**SEC** Enter the CIIC code for each item on IAR.

**RICC** Enter the RICC for each item on IAR.

**Recorded Balance** Enter the quantity recorded in the balance column of the property record for each item on IAR.

**Quantity Inventoried** Enter the quantity counted for each item on IAR.

**Post** Enter the quantity to be posted to the property record for each item on the IAR. Use either the gain or loss column, but not both.

**UI** Enter the unit of issue for each item on IAR.

**Unit Price** Enter the price found in the ARMS monthly AMDF for each item on IAR.

**Extended Price** Enter the total dollar value of each line. Use either the gain or loss column corresponding to the post column, but not both. Multiply the unit price by the posted gain or loss; enter the result in the extended price gain or loss column.

*Note.* After the last item, enter the total value of gains FY to date, total value of losses FY to date, the sum of these two totals, the dollar value of the stockage allowance, and the dollar value equal to the stockage allowance value X .025. Use this data to determine approval authority per para 9-12e. Enter the subtotal at the bottom of the extended price column on each page when the IAR consists of two or more pages.

**Stock Record Officer** The PBO for the central issue facility dates and signs this block.

**SSA Commander** Leave blank. The IAR approving authority will complete this block.

**Asset Report Copy Sent** Leave blank.

**IAR Reviewed** This block allows the PBO appointing authority to review the IAR prior to forwarding IAR to the IAR approving authority.

**Total Dollars** Enter the total dollar value of the IAR. Use both columns.

**Gain.** Add all entries in the extended price gain column; enter the result.

**Loss.** Add all entries in the extended price loss column; enter the result.

**Net Dollars** Enter the difference between the total dollars gain or loss in either the gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.

**Reverse Side** Enter causative research required by paragraph 9-12, d,(2). Attach supporting documentation to causative research if deemed appropriate.

## Chapter 10 Organizational Clothing and Individual Equipment (OCIE) Procedures

### 10-1. General

a. CTAs 50-900 and 50-970 prescribe allowances of OCIE. This chapter has accounting procedures for selected items (see paragraph 10-2) of OCIE. OCIE authorized on a unit basis is accounted for according to chapter 4.

b. The term "OCIE issue point" is used to refer to both:

(1) A central issue facility (CIF); and

(2) An issue point within a parent unit keeping property book accountability for OCIE.

c. Soldiers are responsible for the proper custody, care, and safe-keeping of OCIE issued them regardless of the accounting requirements code (ARC). They must keep these items in a serviceable condition.

d. When authorized by the MACOM, the CIF may initiate cash collection for replacing lost, damaged, or destroyed OCIE per paragraph 10-14. Purchase of OCIE for anyone's personal use is prohibited. Make cash payments at the CIF that maintains the OCIE record for the soldier. If the soldier is not supported by a CIF, prepare DD Form 362, under AR 735-5. Allow depreciation under AR 735-5.

e. In the ARNG, augmentation or excess personnel assigned to MTOE units will receive their OCIE from the unit of attachment or the STARC, as designated by the Adjutant General.

f. In the ARNG, OCIE items will be stored in State armories or other suitable secure facilities made available by the State AG. Such facilities should provide sufficient space for the common storage of all OCIE issued to a unit and further issued to personnel assigned to the unit. Unit commanders (when authorized by the State AG) may authorize unit members to retain OCIE items in their personal possession only when the following conditions are met:

(1) When storage facilities are not made available.

(2) Prescribed clothing showdown inspections are scheduled, conducted, and appropriately recorded.

(3) Each individual member is informed of responsibilities for safeguarding Government property and of the proper and only authorized uses of OCIE.

g. Report OCIE quality deficiencies on SF 368. DA Pamphlet 738-750, appendixes F and G, gives preparation instructions and mailing addresses, respectively.

### 10-2. Items authorized for stockage

a. The following categories of OCIE from CTA 50-900, table 4, are authorized for stockage by OCIE issue points.

(1) Items authorized to a soldier by Military Occupational Specialty (MOS). These MOSs are listed in CTA 50-900, appendix D.

(2) Items that may be transferred. These items are identified by footnotes or CTA 50-900, appendix F.

(3) Minimum essential items. These items are in CTA 50-900, appendix G.

(4) Other items. Any other items must be approved by the MACOM commander.

(5) Expendable OCIE items authorized to a soldier as listed in Table 4 CTA 50-970.

b. CIFs are not required to stock all the authorized items. Stockage may be limited to only recoverable items. The installation commander will make this decision. The parent unit must stock, issue, recover, and account for OCIE not stocked by a CIF.

c. Expendable supplies authorized by CTA 50-970 that are required to complete or to place an item of OCIE into use may be stocked at CIFs. Examples are camouflage cover bands, tent pins, tent poles, and ropes. The using unit replaces these items on a one-for-one basis.

### 10-3. Computing stockage at an OCIE issue point

a. Central Issue Facilities will stock organizational clothing and individual equipment (OCIE) on a demand basis, using the average number of issues each month.

b. Each Central Issue Facility will establish a stockage requirement based on equipment demand and maintain support for its stockage requirement.

### 10-4. Classification of Organizational Clothing and Individual Equipment

a. *Items of organizational clothing and equipment.* Items of organizational clothing and equipment will possess such appearance and degree of serviceability as to justify their issue to troops and

afford satisfactory military appearance. As a guide only, and where practical for application, these items should possess not less than 50 percent of the life of a new item.

b. *Priority factors.* See TM 10-8400-201-23, paragraph 1-6.4a(2).

c. *Standards.* See TM 10-8400-201-23, paragraph 1-6.2c.

d. *Definitions governing classification by condition code.* See TM 10-8400-201-23, paragraph 1-6.

### 10-5. OCIE property book procedures

a. Property book pages will be prepared and kept for all nonexpendable OCIE on hand or on request. The procedures in chapter 4 apply to OCIE property book pages, except as follows:

(1) A separate page is required for each LIN authorization. Account for sized items of OCIE on the same page or on a serial number page (DA Form 3328-1). Mark the page as follows:

(a) Enter "SEE REVERSE" or "SEE SERIAL NUMBER PAGE" in the stock number block.

(b) List each NSN and size of the item on the reverse side of the page as shown in figure 10-1. When the number of sizes and volume of transactions make it impractical to use the reverse side of the page, use a serial number page (DA Form 3328-1) to list item NSNs and sizes. Enter the quantity on hand for each NSN in pencil. Change these figures as necessary.

*Note.* At training installations using manual procedures, where trainee rotation is 10 weeks or less, size management data will be maintained at the discretion of the Property Book Appointing Authority.

(2) The balance recorded on the property book page will show only the quantity on the shelf. Items in laundry or maintenance and bulk issues (hand receipt quantities) are considered to be on the shelf. OCIE possessed by supported soldiers will not be included in the balance. Quantities of OCIE possessed by supported soldiers and mission essential civilians will be recorded in the remarks data element of the property book record. This quantity is updated when determining the stockage quantity and will be added to the on the shelf balance to report asset data required by AR 710-3. Issues to and turn-ins from supported soldiers will be summarized. In the ARNG/USAR, nonrecoverable OCIE issued to support soldiers will be summarized; recoverable OCIE issues will not be summarized or dropped from the property book. Summary procedures are in paragraph 10-7.

(3) Use the reverse side of the property book page to record management data. Record this data as shown in figure 10-1 and explained next.

(a) *Location column.* Enter the current location for items recorded as being on hand. For example, maintenance, laundry, or hand receipt numbers could be listed.

(b) *Quantity on hand column.* Enter the quantity on hand at each location listed.

(c) *Document number column.* Enter the document number for any dues-in.

(d) *Due-in quantity column.* Enter the quantity due-in for each document number listed.

(e) *Remarks block.* Enter the quantity issued to soldiers, the stockage allowance and the recorder point level. Update these entries each time the stockage levels are computed.

b. Organize OCIE property books as follows:

(1) At parent unit level, file the pages within the organization property section or in a separate section. File the pages in the same sequence as the items are listed on DA Forms 3645/3645-1 (Additional Organizational Clothing and Individual Equipment Record) used for summaries.

(2) The CIF will keep a CIF property book. File the pages in the same sequence as the items are listed on DA Forms 3645/3645-1 used for summaries.

### 10-6. Organizational clothing and equipment records (DA Forms 3645/3645-1)

a. Use DA Forms 3645/3645-1, or computer prepared listings when the CIF is automated, to record the OCIE transactions between the PBO and the soldier. These transactions are issues and

turn-ins. DA Form 3645 contains the majority of OCIE items commonly issued at an OCIE issue point. DA Form 3645-1 is used for other items stocked by the OCIE issue point. Overprinting of DA Form 3645-1 and use as a sole OCIE record is allowed. Prepare the form in three copies. USAR prepare only two copies, one for the MPRJ and one for the soldier receiving the issue. The OCIE issue point keeps copy 1. Copy 2 is sent to the soldier's unit for filing. Both copies are kept by the OCIE issue point when the issue point is at parent unit level. Copy 3 is retained by the individual. Only OCIE issue point personnel are authorized to post DA Forms 3645/3645-1. Instructions for preparing DA Forms 3645/3645-1 are on the form. (A sample copy of DA Form 3645 is in figure 10-2. A sample copy of DA Form 3645-1 is in figure 10-3. The essential elements of data for the OCIE record are in table 10-1.

b. DA Forms 3645 and 3645-1 currently prepared and in use remain in effect until remade by the OCIE issue point.

c. During reception center processing, CTA 50-900 OCIE issued to enlisted soldiers is recorded on DA Form 3078 (Personal Clothing Request). Transfer this OCIE to DA Form 3645, or a computer prepared listing, when the soldier arrives at the first permanent duty station.

d. In the ARNG, DA Forms 3645 and 3645-1 may be used for temporary issues to support Annual Training (AT) or field exercises when OCIE is stored in the armory. When this option is used, the forms will be clearly identified as "temporary issue records." Summary posting procedures will not be used.

e. When a unit deploys, all OCIE records and OCIE will be transferred to the gaining unit property book officer.

**Table 10-1**  
**Organizational Clothing and Individual Equipment (OCIE) Record To Assign Responsibility for OCIE\***

**Use:** To Assign Responsibility for OCIE

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** Soldier issue files

**Title:** Name

**Explanation:** N/A

**Title:** Social Security Account No.

**Explanation:** N/A

**Title:** Duty MOS

**Explanation:** N/A

**Title:** Organizational Clothing and Individual Equipment

**Explanation:** Items listed in CTA 50-900

**Title:** Authorized allowance

**Explanation:** Quantity of each item authorized

**Title:** Balance

**Explanation:** Quantity of each item issued

**Title:** Signature and date

**Explanation:** N/A

### 10-7. Summary procedures

a. Nonexpendable issues to, turn-ins from, and cash collections from soldiers are summarized. ARNG/USAR will summarize only nonrecoverable OCIE. Adjustment documents may be summarized. A summary of turn-ins to the issue facility is used to post an increase to the property book balance. Summaries of issues, cash collections, or adjustment documents are used to post a decrease to the property book balance. Post summaries to the property book balance at least monthly. More frequent posting is allowed if desired by the PBO. The summary of issues, turn-ins, cash collections, and adjustment documents must all be posted to the property book at the same time. The essential elements of data for the summary are in table 10-2.

**Table 10-8**  
**Organizational Clothing and Individual Equipment (OCIE)**  
**Transaction Summary**

**Use:** To Summarize Individual OCIE Transaction for Posting to the Property Record

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** Property Book Supporting Document File

**Title:** Type

**Explanation:** Identifies the type transactions summarized; i.e., issues, turn-ins, cash collections, or adjustment documents.

**Use:** NA

**Preparation:** NA

**Format:** NA

**File:** NA

**Title:** Document number

**Explanation:** N/A

**Use:** NA

**Preparation:** NA

**Format:** NA

**File:** NA

**Title:** Organizational clothing and individual equipment

**Explanation:** Items listed in CTA 50-900

**Use:** NA

**Preparation:** NA

**Format:** NA

**File:** NA

**Title:** Balance

**Explanation:** Quantity of the OCIE item, by transaction, that has been issued, turned in, or processed through cash collection or on an adjustment document

**Use:** NA

**Preparation:** NA

**Format:** NA

**File:** NA

**Title:** Total

**Explanation:** Quantity of the OCIE item to be added or subtracted from the property book. The total of the balance columns

**Use:** NA

**Preparation:** NA

**Format:** NA

**File:** NA

**Title:** Name and Social Security Account Number

**Explanation:** Relates to soldier that was issued or turned in OCIE

**Title:** Adjustment document number

**Explanation:** N/A

b. Use DA Forms 3645/3645-1 to summarize the transactions. Record issues, turn-ins, cash collections, and adjustment documents on separate consolidated DA Forms 3645/3645-1. Mark the name block "SUMMARY OF ISSUES/TURN-INS/CASH COLLECTIONS/ADJUSTMENT DOCUMENTS," as applicable.

c. When items are issued or turned-in, enter the quantity in the next open column of the consolidated DA Forms 3645/3645-1. Enter the soldier's name and SSN in the signature and date block of the numbered column in which the issue or turn-in is recorded. There is enough space for 16 transactions. The last column, number 17, is used to total columns 1 through 20. Figure 10-4 shows a DA Form 3645 prepared as a summary of issues.

d. Post cash collections and adjustment documents to the summary as explained in paragraphs 10-10 and 10-13.

e. When the summaries are to be posted to the property book, take the following actions:

(1) If only one DA Form 3645/3645-1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, use it to post the property book.

(2) If more than one DA Form 3645/3645-1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, total the quantities recorded in column 17 of each form.

Enter these quantities in column 1 on a separate DA Form 3645/3645-1. Mark the name block of this form with "SUMMARY OF ISSUES/TURN-INS/CASH COLLECTIONS/ADJUSTMENT DOCUMENTS (as applicable) FOR THE PERIOD (date) THROUGH (date). THERE ARE (quantity) SUPPORTING DA FORMS 3645/3645-1 ATTACHED." Attach the consolidated DA Forms 3645/3645-1 to this form.

(3) Assign a separate document number to the summary of issues, turn-ins, cash collections, and adjustment documents. Post the quantities recorded on the summary sheet to the property book. Post the summary of turn-ins before posting the summary of issues, cash collections, or adjustment documents. Post the quantities recorded on the summary of turn-ins to the quantity received column of the property book page. Post the quantities recorded on the summary of issues to the quantity turn-in column of the property book page. Post the quantities recorded on the summary of cash collections to the quantity turn-in column of the property book page. Post the quantities recorded on the summary of adjustment documents to the quantity turn-in column of the property book page.

(4) After posting the summaries to the property book, enter the date completed in column m of the document register. Mark the summaries with "posted," the date, and the initials of the posting individual. File the summaries in the supporting document file.

## 10-8. Issue procedures (inprocessing)

a. Unit actions when the soldier processes into the unit first.

(1) Make sure the soldier has a copy of the unit assignment orders.

(2) Make sure the soldier has an OCIE record.

(a) If the soldier arrives without OCIE records, request a copy from the soldier's previous unit commander.

(b) In the interim, prepare one copy of new DA Forms 3645 and 3645-1. Do not record any quantities at this time. Send the soldier to the OCIE issue point for a complete issue. When the soldier's OCIE records arrive from previous unit, make sure the soldier turns in all items recorded as being previously issued.

(3) If the soldier arrived with OCIE records, make an inventory of the soldier's OCIE. The commander may accept a written statement from personnel in grades E5 and above, in lieu of an OCIE inventory, that all OCIE is on hand and serviceable. The commander may choose an officer, warrant officer, or noncommissioned officer (NCO) to do the inventory. Use the following procedures:

(a) Make sure the soldier has all items recorded. If items are missing or unserviceable (other than FWT), use the procedures for replacing lost, damaged, and destroyed OCIE (see paragraph 10-11).

(b) Use exchange procedures for any unserviceable (FWT) items.

(c) Check the OCIE records to make sure the duty MOS is correct. Items recorded that are not required because of duty MOS change, or any other reason, must be turned in. Make sure the soldier turns in any unauthorized items when reporting to the OCIE issue point.

(4) After actions in (1) through (3) have been completed, have the soldier report to the OCIE issue point, with the following:

(a) OCIE records.

(b) Unit assignment orders.

(c) OCIE to be exchanged or turned in.

(d) Adjustment document for items lost, damaged, or destroyed (other than FWT), if needed.

b. Unit actions when the soldier has already reported to the OCIE issue point are as follows:

(1) Inventory the soldier's OCIE. The commander may accept a written statement from personnel in grades E5 and above, in lieu of an OCIE inventory, that all OCIE is in hand and serviceable. The commander may choose an officer, warrant officer, or NCO to do the inventory. Use the following procedures:

(a) Make sure the soldier has all items recorded on the OCIE records. If items are missing or unserviceable (other than FWT), use procedures for replacing lost, damaged, and destroyed OCIE as explained in paragraph 10-13 or 10-14.

(b) Use exchange procedures for any unserviceable (FWT) items.

(c) Check the OCIE records to make sure the duty MOS is

correct. Items recorded on the forms that are not required because of duty MOS change or for any other reason must be turned in. Make sure the soldier returns to the OCIE issue point and turns in any unauthorized items.

(2) When notified by the OCIE issue point that the soldier reported without OCIE records, the commander will:

(a) Request a copy of the soldier's OCIE records from the previous unit commander.

(b) Make sure the soldier turns in all items recorded thereon when the soldier's OCIE records arrive from the previous unit.

c. OCIE issue point actions:

(1) Before processing, verify that the soldier is an authorized customer. Do this by making sure the soldier has assignment orders. Check the soldier's identification to make sure he or she is the actual person listed on the assignment orders.

(2) Make sure the soldier has OCIE records. If the soldier arrives without records, the PBO must notify the soldier's unit commander.

(3) Prepare DA Forms 3645 and or 3645-1. Prepare new forms in three copies. Record all previous issues on the new forms.

(4) If the soldier has items for turn-in, process the turn-in. Record items turned in on the summary of turn-ins.

(5) If the soldier has items for exchange, make the exchange.

(6) Issue the remaining items of authorized OCIE. Record the issue on both copies of DA Forms 3645 and or 3645-1.

(7) Record items issued on the summary of issues.

(8) Record dues-out for items authorized but not issued. The PBO decides the method of recording dues-out and will notify the soldier when the OCIE is available.

(9) File an original of the DA Forms 3645 and or 3645-1 in the OCIE issue point file. Send a copy or another original to the soldier's unit for filing. The individual also keeps a copy.

### 10-9. Camouflage Maternity Uniforms

a. When authorized by the Installation Commander (unit commander in the USAR) for wear, the camouflage or duty white maternity uniform will be issued to the soldier after receipt of certification by a physician that the soldier is pregnant. This occurs from 10 weeks to 4 months of pregnancy. The Unit Commander will send the service member to the OCIE issue point for issue of items authorized by CTA 50-900.

b. These uniforms will be issued and accounted for on OCIE records (DA Forms 3645/3645-1). Upon termination of pregnancy, the soldier will be required to turn in maternity uniform to OCIE issue point.

c. If a soldier departs PCS during pregnancy, camouflage maternity uniform will be retained and turned in at the new duty station after termination of pregnancy.

### 10-10. Turn-in procedures (outprocessing)

a. Unit actions.

(1) Remove unit copy of the soldier's DA Forms 3645/3645-1 from the file.

(2) Make sure the soldier has all items recorded on these forms.

(3) If items are lost, damaged, or destroyed (other than FWT), take the following actions:

(a) Allow the soldier to buy the items. Do not post transactions to DA Forms 3645/3645-1. (See procedures for cash collections of OCIE in paragraph 10-14.)

(b) If items are not bought or soldier does not admit fault, prepare the proper adjustment document. The OCIE issue point assigns the document number. Use procedures in AR 735-5 to prepare the adjustment document.

(4) Give DA Forms 3645/3645-1 and the adjustment document to the soldier.

(5) The soldier reports to the OCIE issue point with:

(a) Unit copy of DA Forms 3645/3645-1.

(b) All OCIE issued to the soldier. OCIE must be properly cleaned, and in serviceable condition.

(c) Adjustment document for items lost, damaged, or destroyed (other than FWT) if required.

(d) DA Form 137-R (Clearance Record). DA Form 137-R is prescribed by AR 600-8-101.

b. OCIE issue point actions.

(1) Remove OCIE issue point copy of soldier's DA Forms 3645/3645-1 from the file.

(2) Determine items to be transferred with the soldier. Use CTA 50-900.

(3) All items that are not to be transferred with the soldier are turned in. If an item that is to be turned in is missing, make sure it is listed on the adjustment document. Note: All OCIE will be clean upon turn in to the CIF. CIFs will not accept turn in of OCIE that is not clean, regardless of the serviceability criteria.

(4) Adjust both copies of DA Form 3645/3645-1 as follows:

(a) Enter the quantity of each item to be sent with the soldier in the next unused numbered column.

(b) If all items have been turned in, line out the next unused numbered column.

(5) Have the soldier sign and date both copies of DA Forms 3645/3645-1.

(6) Record the following statement on the reverse side of soldier's copy of DA Forms 3645/3645-1: "The last column used at (Installation) was (column number) (date) (initials of authorized OCIE representative)." A rubber stamp may be used to enter this statement. Send this copy of DA Form 3645/3645-1 to the custodian of the soldier's personnel records, even if all items have been turned in.

(7) After the above actions have been completed, clear the soldier in the proper block on DA Form 137-R. A unique rubber stamp is a method of showing clearance.

(8) Record items turned in on the summary of turn-ins.

(9) Return OCIE issue point copy of DA Forms 3645/3645-1 to the file. Keep these copies for 12 months.

(10) When an adjustment document is used, process as follows:

(a) Assign a document number to the adjustment document.

(b) Post the adjustment document to the summary of adjustment documents. (Post it to the property book as a loss if adjustment documents are not summarized.)

(c) Record items on the adjustment document to the summary of turn-ins. Do this even though the items were not turned in. This prevents double posting of a loss to the property book. It also provides an audit trail.

(d) Use methods in AR 735-5 for further processing of the adjustment document.

### 10-11. Other issues and turn-ins

Make additional issues and turn-ins of OCIE using the following procedures:

a. Unit actions.

(1) Remove unit copy of the DA Forms 3645/3645-1 from the file. Give forms to the soldier.

(2) If items are to be turned in, the commander will make sure the soldier has the items. If items have been lost, damaged, or destroyed (other than FWT):

(a) Allow the soldier to buy the items. Do not post transactions to DA Forms 3645/3645-1. (See procedures for cash collections of OCIE in paragraph 10-14.)

(b) If items are not bought or soldier does not admit fault, prepare the proper adjustment document. The OCIE issue point will assign the document number. Use methods in AR 735-5 to prepare the adjustment document.

(3) Have the soldier report to the OCIE issue point.

b. OCIE issue point actions.

(1) Remove OCIE issue point copy of DA Forms 3645/3645-1 from the file. Make the issue or turn-in. Adjust both copies of the DA Forms 3645/3645-1.

(2) Record the turn-ins or issues on the proper summary.

(3) Return the unit's copy of DA Forms 3645/3645-1 to the unit for filing. Return the OCIE issue point copies to the file.

## **10-12. Lost, damaged, and destroyed OCIE (other than FWT)**

Replace lost, damaged, or destroyed (other than FWT) items as follows:

a. When fault or neglect is admitted, allow the soldier to buy the items (paragraph 10-14). Do not post these transactions to DA Forms 3645/3645-1. Cash collection will not be accepted by the CIF without a written authorization signed by the persons commander unless the individual is clearing the installation on an ETS or PCS move. See AR 735-5, paragraph 12-3b(5), for details concerning statement.

b. When the items are not bought or the soldier does not admit fault or neglect, prepare and process the proper adjustment document according to AR 735-5. The adjustment document is prepared at the unit level. The document number is assigned by the OCIE issue point. The soldier reports to the OCIE issue point with the adjustment document and his or her DA Forms 3645/3645-1. Replacement items will be issued from stock. Transactions are not posted to the soldiers DA Forms 3645/3645-1. Post the quantity issued to the next unused column of the summary of adjustment documents. Enter the document number of the adjustment document in the "signature and date" block of the summary of adjustment documents. When adjustment documents are not summarized, post the adjustment document to the property book as a loss.

c. When an adjustment document is processed, and some or all of the items listed thereon are out of stock, do the following:

(1) Post the adjustment document to the summary of adjustment documents or property book, as appropriate.

(2) Issue available items. Do not post items issued on the summary of issue or the soldier's DA Forms 3645/3645-1.

(3) Record a turn-in for items not issued on the soldier's DA Forms 3645/3645-1. Post items recorded as turned-in to the summary of turn-ins. Establish dues-out using the procedure required by the OCIE issue point PBO.

## **10-14. Cash collections of OCIE to replace lost, damaged, or destroyed OCIE**

When the MACOM permits cash collections for OCIE at the CIF, the CIF will prominently display a price list for all OCIE items it stocks. Charge the current AMDF price less depreciation under AR 735-5. Update the price list when prices change in the AMDF. When liability for lost, damaged, or destroyed OCIE is admitted, the individual may voluntarily, or in response to a request, offer cash or check payment of the value of the OCIE. Do not demand cash or check payments. The option to purchase OCIE is available only to persons who are replacing previously issued, authorized OCIE. Purchase of OCIE from the CIF for personal (private) use is prohibited.

### *a. Unit actions.*

(1) Remove unit copy of the DA Forms 3645/3645-1 from the file. Give forms to the individual.

(2) Prepare a statement in three copies, signed by the unit commander or the commander's designated representative, authorizing the soldier to purchase the OCIE items at the CIF. The authorization will state, "(Rank (or grade) and name) is authorized to purchase the following authorized OCIE. The OCIE will remain the property of the U.S. Government." List the item nomenclature and quantity of each item authorized for purchase. Coordinate with the CIF manager to determine if additional local requirements apply. File one copy of the authorization in a suspense file. Give the original and one copy to the individual.

(3) Have individual report to the CIF with OCIE record and two copies of the written authorization.

(4) When the individual returns to the unit with the replacement OCIE and CIF-annotated authorization statement, destroy the unit suspense copy of the authorization statement. The individual making the purchase retains copy two. If the CIF annotated copy shows that some or all of the items were not purchased because they were temporarily out of stock, or for any other reason, prepare and process either a DD Form 362 or DA Form 4697, as appropriate, per AR

735-5. File the CIF-annotated copy until the unit has been inspected or audited.

### *b. CIF actions.*

(1) Verify that the individual is an authorized customer.

(2) Check OCIE record. Do not make the collection unless the item was previously issued.

(3) At the time of payment and issue of OCIE, stamp "PAID, OCIE ISSUED" on two copies of the authorization and insert the date and cashier's initials. Enter the authorization number from the CIF cash collection register. Retain one copy and provide the individual the remaining copy.

(4) Maintain a record of all cash sales on a locally developed Cash Collection Register for OCIE. Minimum register entries are date of sale, customer's unit or activity, authorization number, amount of sale, allowed depreciation, amount paid, and purchaser's name (printed and signed). Assign a separate, sequential transaction number (authorization number) to each cash sale of OCIE. Annotate this number on copies of the authorization statement and on the summary of cash sales. Close out the register at the end of each collection period. Attach all pages containing entries to the authenticated copy of the DD Form 362 (Statement of Charges/Cash Collection Voucher).

(5) Post the quantities sold to the next unused column of the summary of cash collections. Enter the authorization number from the cash collection register in the "signature and date" block of summary of cash collections.

(6) If the item to be sold is out of stock, take the following actions:

(a) Make collection for the item as outlined in b(3), (4), and (5), above.

(b) Record a turn-in for the item(s) on the unit and CIF copies of the OCIE record. Establish a due-out for the item(s) using a locally developed method. Record the turn-in on the summary of turn-ins. Do this even though the item(s) were not turned in. This prevents double posting of a loss to the property book. It also provides an audit trail.

(7) Establish a change fund in the proper amount under AR 37-103. Apply to the commander for whom the CIF is operated for the change fund. The commander (USPFO in the ARNG) authorizes the FAO to advance the change fund on DD Form 1081 (Statement of Agent Officer's Account) to the CIF PBO or fund custodian.

(a) Safeguard the funds and proceeds from sales per AR 37-103.

(b) Deposit proceeds from cash collections of OCIE with the FAO (USPFO in ARNG) using DD Form 362.

(c) Prepare DD Form 362 in original and three copies for the total amount of funds received through cash sales of OCIE since the last deposit (fig 10-5).

(d) Present all copies of the DD Form 362 when turning in the cash to the FAO. (The FAO authenticates the DD Form 362, retains the original and two copies, and gives the remaining authenticated copy to the CIF representative.)

(8) Attach the authenticated (paid) copy of DD Form 362, supporting pages of the cash collection register, and supporting authorization statements to the summary of cash collections. Assign a document number to the summary of cash collections and post the summary to the property book as a loss. File the summary of cash collections and supporting documents in the supporting document file.

(a) The cash collections register and authorization statements will be attached to the paid copy of the cash collection voucher and filed for audit purposes. The total amount of the cash collection register must agree with the amount on the collection voucher.

(b) Deposits will be made daily when practical. If the volume of collections is low, cash proceeds may be retained for longer periods, provided the amount does not exceed \$100.00 above the change fund. Deposits will be made on the last working day of each month regardless of the amount of money on hand.

## **10-15. Exchange procedures**

OCIE is usually exchanged at the OCIE issue point. It may be

exchanged at the parent unit if the parent unit has been hand receipted a 5 percent OCIE stock from a CIF. Parent unit commanders may authorize unit supply personnel to receipt for exchange-eligible OCIE from soldiers, make bulk exchanges at the OCIE issue point, and return replacement OCIE to applicable individuals. Items unserviceable due to FWT are exchanged. Wrong sizes are exchanged. Use the following procedures:

*a. Unit actions.*

(1) Remove the unit copy of soldier's OCIE record from the file and give it to the soldier.

(2) Have the soldier report to the exchange point.

*b. Exchange point actions.*

(1) Verify that the soldier is an authorized customer.

(2) Check OCIE record. Make sure item to be exchanged was previously issued. If the item was not issued, the OCIE cannot exchange the item. If the exchange point is not the OCIE issue point, turn the item in as found on installation. Turn in the item to the SSA.

(3) If the item was previously issued, make the exchange. Do not record the exchange on the OCIE record. Return the OCIE record to the soldier's unit for filing.

(4) If the item is out of stock, take the following actions.

(a) When the exchange point is not the OCIE issue point, give the soldier a temporary receipt for the unserviceable item. Do not post the soldier's OCIE records. Take the unserviceable item to the OCIE issue point. Make the exchange with the OCIE issue point. Notify the soldier that the serviceable item is available. When the soldier reports to the exchange point, issue the serviceable item. Destroy all copies of the temporary receipt.

(b) When the exchange point is the OCIE issue point, record a turn-in for the item on the unit and OCIE issue point copies of the OCIE record. Establish a due-out for the item using a locally developed method. Record the turn in on the summary of turn-ins. Return the unit copy of the OCIE record to the soldier's unit for filing. Return the OCIE copy to the file. Use the procedures in paragraph 10-11 when the item becomes available.

### **10-16. Reconciliation of OCIE records with documented personnel losses**

This reconciliation is made at least quarterly. It is made to determine if soldiers have departed without clearing the OCIE issue point. Compare DA Forms 3645/3645-1 kept at the OCIE issue point with the list of personnel losses received from the personnel section of supported units. If soldiers have departed without clearing, send copy of the DA Forms 3645/3645-1 to the new unit. The new unit commander will make sure the soldier has all items indicated on these forms.

### **10-17. OCIE property book inventory**

The following inventories are required for OCIE recorded on the property book.

*a. Change of PBO Inventory.* Use the methods in paragraph 9-7.

*b. Semiannual property book inventory.* Use the procedures in AR 710-2, table 2-1, to make inventory adjustments. For ARNG annual property book inventory, use methods in paragraph 9-8.

### **10-18. OCIE record inventory**

The following inventories are required for OCIE issued to soldiers/individuals.

*a.* Upon assignment of a soldier to a unit. Use the methods in paragraph 10-8, issue procedures (inprocessing).

*b.* Prior to the soldier clearing the installation. Use the methods in paragraph 10-10, turn-in procedures (outprocessing).

*c.* When a soldier is placed in an absent without leave status, hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on- or off-post bachelor quarters (other than troop billets) or family housing.

*Note.* A soldier must secure his/her OCIE within a locked container i.e., duffel bag or foot locker before placing in the facility (i.e., supply annex) provided by the unit.

The unit commander will choose an officer, warrant officer, or NCO to make the inventory. The chosen person will:

(1) Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.

(2) Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.

(3) Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.

(4) Secure the inventoried OCIE in unit facilities.

*d.* When a soldier is returned from AWOL, hospital, or extended TDY. The following procedures will be used when a soldier is returned from AWOL, hospital, or extended TDY:

(1) Have the soldier conduct a joint inventory with the commanders designated supply representative of property secured during his/her absence.

(2) Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

(3) Have the soldier sign a release statement posted to the inventory form for items being issued.

(4) Have the soldier go to the OCIE issue point with adjustment documents for reissue of shortages.

*e.* When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days. The inventory outlined in paragraph c above should be accomplished if not previously completed, and items turned in to the OCIE issue point or CIF. The commander's designated supply representative will:

(1) Remove the unit copy of the soldiers DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

(2) Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

(a) Turn-in overages as found on installation property. Account for shortages according to AR 735-5. Document number for the adjustment will be assigned by the OCIE issue point. Turn in the soldiers OCIE to the OCIE issue point or CIF.

(b) The inventory forms and the soldiers DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

*f.* Additional information. Additional information concerning the handling of property for individuals in the categories described in paragraphs c and d above can be found in AR 700-84, paragraphs 12-12 through 12-18. DA Pamphlet 600-8, paragraph 9-6 (Procedure 9-3) should also be reviewed.

### **10-19. Transfer of OCIE to and from CIFs**

*a. When transfers are made.*

(1) Transfer of OCIE from a CIF to a parent unit is made when:

(a) A parent unit supported by a CIF is to deploy; or

(b) A CIF is discontinued.

(2) Transfer of OCIE to a CIF from a parent unit is made when:

(a) A parent unit arrives in an area supported by a CIF; or

(b) A CIF is newly set up.

(3) When a unit supported by a CIF is to be deployed, the deploying unit's commander must notify the CIF PBO of the move as early as possible.

*b. What is transferred.* The following OCIE and records are transferred:

(1) Transfer of OCIE from a parent unit to a CIF.

(a) Transfer all OCIE in the balance column of the parent unit's property book to the CIF.

(b) Transfer the original OCIE records for each soldier to be supported by the CIF.

(2) Transfer of OCIE from a CIF to a parent unit.

(a) Transfer the parent unit's computed stockage quantity from the CIF.

(b) Transfer the original OCIE records for each soldier to be supported by the parent unit.

c. Transfer procedures are as follows:

(1) Losing PBO actions.

(a) Prepare and process a lateral transfer according to chapter 3, section III.

(b) After approval, post the transfer as a decrease to the property book balance.

(c) Adjust stockage quantities, if necessary.

(d) Attach the original DA Forms 3645/3645-1 for each supported soldier to the transfer document.

(e) Turn the transferred items over to the gaining PBO.

(f) Complete the entries in the document register.

(g) File the transfer document in the supporting document file.

(2) Gaining PBO actions.

(a) Assign a document number to the lateral transfer.

(b) Post the transfer as an increase to the property book balance.

(c) Adjust stockage levels for OCIE, if necessary.

(d) Complete the entries in the document register.

(e) File the transfer document in the supporting document files.

(f) File the transferred OCIE records.

#### **10-20. Closing the property book account**

If the property book is to be inactivated, use the procedures provided by the MACOM and AR 25-400-2, as applicable.

#### **10-21. Aviation central issue facility**

a. State Adjutants General (AGs) may establish a limited central issue facility (CIF) at each Army aviation flight activity (AAFA), Army aviation support facility (AASF), and aviation classification repair activity depot (AVCRAD) to provide initial issue, replacement, or temporary loan of aviation and non-aviation safety clothing and equipment to individuals authorized such equipment by CTA 50-900, section II.

b. Stocks in the CIF will be prescribed by the State AG, but will not exceed 5 percent of the total authorized strength (or assigned, if

overstrength) of personnel on authorized flight status, plus ARNG technicians authorized flight clothing due to job description requirements to fly.

c. Stocks of these items will not be duplicated in the organizational clothing and equipment maintained in MTOE/TDA units. CIFs will be operated within the property book established for the AAFA, AASF, or AVCRAD.

(1) Organizational clothing and equipment records will be maintained by the AAFA, AASF, or AVCRAD.

(2) Replacement of unserviceable items will be made as a direct exchange when replacement is required due to FWT.

(3) In the event of mobilization, clothing and equipment assigned to individuals of the mobilized unit(s) will be transferred from the AAFA/AASF/AVCRAD property book to the mobilized unit. The individual(s) clothing record will accompany the lateral transfer.

(4) Temporary loan of safety clothing and equipment will be limited to a period not to exceed 5 days and will be accomplished on a temporary hand receipt. This period may be extended to 15 days for annual active duty training.

#### **10-22. Clothing and equipment issued for ARNG air weather flight**

a. Weather flight personnel will normally be issued CTA clothing and equipment commensurate to items being issued to Army members by the supported unit or USPFO. This will ensure air weather flight personnel are fully trained and equipped to provide the support required during peacetime and mobilization.

b. In the event of fragmented taskings of air weather personnel, such as split State, clothing and equipment will be issued by the home State USPFO.

c. Issue of CTA clothing and equipment will be under chapter 10. Clothing records for air weather personnel will be maintained at the rear of established ARNG clothing records (DA Form 3645) in alphabetical sequence. A file guide will be used and labeled "air weather flight personnel" for identification purposes.





# ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD

For use of this form, see DA PAM 710-2-1. The proponent agency is USAQMS.

NAME (Last, First, MI) AND SOCIAL SECURITY NUMBER

Rosario, Alexis L. 123-45-6789

DUTY MOS 92A20

INSTRUCTIONS: Overprinting is authorized. Entries in ink (MOS - pencil, Auth ALW - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Individual's signature and date required on reverse side.

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Bag Chemical Equipment				/																
Apron Food Handlers				/																
Body Armor PASGT				/																
Bag Barracks Cotton	2		3692	2																
Bag Duffel	1		8699	1																
Bag Clothing Waterproof	1		6909	1																
Bolt Individual Equipment	1	M	1965	1																
Blanket Bed Wool				/																
Boots Cold Weather				/																
Canteen Water Plastic	1		0026	1																
Carrier Intrenching Tool	1		6474	1																
Case Field First Aid LC-1	1		6814	1																
Case Small Arms Ammo	1		6482	1																
Cover Helmet Camo KEVLAR	1	ML	7515	1																
Cover Water Canteen	1		0256	1																
Coveralls Insulated				/																
Coveralls Cotton				/																
Cup Water Canteen	1		6838	1																
Field Pack LC-1	1		9102	1																
Gloves Barb Wire Handlers				/																
Gloves Work Cream				/																
Goggles S.D.W.				/																
Helmet KEVLAR	1	M	7527	1																
Holster Pistol				/																
Hood Extreme Cold Wthr				/																
Insect Bar Nylon				/																
Intrenching Tool Hand	1		5932	1																
Liner Coat Cold Weather	1	M	2888	1																
Liner Parka Ext Cold Wthr				/																
Liner Trousers Cold Wthr	1	M	2926	1																
Mat Sleeping	1		3369	1																
Mitten Inserts Wool	1	M	0769	1																
Mitten Shells	1	M	5409	1																
Trousers Wet Weather	1	M	0981	1																
Overshoes Boot Combat	1	10	3381	1																
Pan Moss Kit	1		5110	1																
Parka Ext Cold Weather				/																
Parka Wet Weather			1549																	

DA FORM 3645, OCT 91

EDITION OF DEC 83 MAY BE USED UNTIL EXHAUSTED

Figure 10-2A. Sample DA Form 3645

☆ U.S. GOVERNMENT PRINTING OFFICE: 1962-308-181

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For use of this form, see DA PAM 710-2-1. The proponent agency is USAOMS.

JONES, JACK J.  
450-44-9679

**INSTRUCTIONS:** Overprinting is authorized. Entries in ink (MOS - pencil, Auth Alw - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Individual's signature and date required on reverse side.

DUTY MOS 76Y10

[illegible]

DA FORM 3645-1 Edition of Jan 82 may be used until exhausted.

**Figure 10-3A. Sample DA Form 3645-1**

\* U.S. G.P.O. 1987 - 181-032/60855

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# ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD

For use of this form, see DA PAM 710-2-1. The proponent agency is USAQMS.

NAME (Last, First, MI) AND SOCIAL SECURITY NUMBER

Summary Of Issues

DUTY MOS

INSTRUCTIONS: Overprinting is authorized. Entries in ink (MOS - pencil, Auth ALW - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Individual's signature and date required on reverse side.

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Bag Chemical Equipment				/	/	/	/	/												
Apron Food Handlers				/	/	/	/	/												
Body Armor PASGT				/	/	/	/	/												
Bag Barracks Cotton			3692	2	2	2	2	2												
Bag Duffel			8699	1	1	1	1	1												
Bag Clothing Waterproof			6909	1	1	1	1	1												
Belt Individual Equipment			0674	1	1	1	1	1												
Blanket Bed Wool				/	/	/	/	/												
Boots Cold Weather				/	/	/	/	/												
Canteen Water Plastic			0026	1	1	1	1	1												
Carrier Intrenching Tool			6474	1	1	1	1	1												
Case Field First Aid LC-1			6814	1	1	1	1	1												
Case Small Arms Ammo			6482	2	2	2	2	2												
Cover Helmet Camo KEVLAR			7515	1	1	1	1	1												
Cover Water Canteen			7485	1	1	1	1	1												
Coveralls Insulated				/	/	/	/	/												
Coveralls Cotton				/	/	/	/	/												
Cup Water Canteen			6838	1	1	1	1	1												
Field Pack LC-1			6825	1	1	1	1	1												
Gloves Barb Wire Handlers				/	/	/	/	/												
Gloves Work Cream				/	/	/	/	/												
Goggles S.D.W.				/	/	/	/	/												
Helmet KEVLAR			7527	1	1	1	1	1												
Holster Pistol				/	/	/	/	/												
Hood Extreme Cld Withr			3004	1	1	1	1	1												
Insect Bar Nylon				/	/	/	/	/												
Intrenching Tool Hand			5932	1	1	1	1	1												
Liner Coat Cold Weather			2888	1	1	1	1	1												
Liner Parka Ext Cld Withr			2883	1	1	1	1	1												
Liner Trousers Cld Withr				/	/	/	/	/												
Mat Sleeping			3369	1	1	1	1	1												
Mitten Inserts Wool			0769	1	1	1	1	1												
Mitten Shells			5409	1	1	1	1	1												
Trousers Wet Weather			0981	1	1	1	1	1												
Overshoes Boot Combat			0878	1	1	1	1	1												
Pan Moss Kit				/	/	/	/	/												
Parka Ext Cold Weather			7643	1	1	1	1	1												
Parka Wet Weather			1549	1	1	1	1	1												

DA FORM 3645, OCT 91

EDITION OF DEC 83 MAY BE USED UNTIL EXHAUSTED

Figure 10-4A. Sample organizational clothing and individual equipment record

**Figure 10-4B. Sample organizational clothing and individual equipment record**

*Previous edition may be used.*

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